

APPENDIX A – TRAINING DOCUMENTATION

The training coordinator is responsible for maintaining the training program documentation. Each section in the chart below must be initialed and dated upon completion of the specified task. If any task is not completed, for any reason, this must be explained in the training file and approved by the Section Chief.

MODULE	BEGIN DATE	TRAINING QUESTIONS	PRACTICAL EXERCISES	WRITTEN EXAM	MODULE COMPLETION DATE	COMMENTS
Orientation		N/A	N/A			
Evidence Receiving and Handling						
Blood Alcohol						
Immunoassay						
Spectrophotometry						
Extraction and Derivatization						
Gas Chromatography						
Mass Spectrometry						
Quantitation						
Courtroom Testimony						
Pharmacology						
Alcoholic Beverage Analysis						